



# HUMAN RESOURCES DEPARTMENT

## City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

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Vermont Relay: 7-1-1 or 800-253-0191

### ASSISTANT DIRECTOR FOR THE COMMUNITY JUSTICE CENTER COMMUNITY AND ECONOMIC DEVELOPMENT OFFICE

**POSTING DATE:** December 19, 2014

**RATE OF PAY:** \$55,457 / Annually

**EXEMPT/NON-EXEMPT:** Exempt

**DEADLINE TO APPLY:** January 15, 2015

**POSITION STATUS:** Regular Full Time

**CLASSIFICATION GRADE:** 19

**UNION:** N/A

#### **APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE**

This position is responsible for the development and management of the Community Justice Center (CJC). In addition, the CJC Coordinator is also responsible for promoting the use of restorative principles to respond to crime and conflict throughout the City of Burlington.

#### **ESSENTIAL FUNCTIONS:**

- Oversee all CJC programs including setting priorities and strategies for each program area.
- Receive and utilize input from project/program staff, community stakeholders, funding agencies/organizations and elected officials to set priorities and strategies for the Community Justice Center and each of its sub programs.
- Manage all general operations of the division including assisting in the development and monitoring of the division budget.
- Maintain positive public relations and promote restorative principles. Participate in community initiatives regarding crime, conflict and Criminal Justice System
- Facilitate community efforts to respond to issues relating to crime and conflict. Develop and implement new forums, policies and/or programs to meet expressed community concerns
- Serve on community-based leadership groups in the realm of alternatives to justice, victim safety, offender accountability, offender re-entry, and social services such as Rapid Intervention/Community Court Advisory Committee, and Parallel Justice Commission. Including assisting in the creation and maintenances of grants and sub-grants as needed.
- Assume a leadership role with the Community Justice Network of Vermont, participate and remain knowledgeable in legislative policy issues and needs and serve on the CJNVT legislative committee.
- Facilitate and participate in local and statewide initiatives to improve response to crime, conflict, offender accountability, victim support and alternatives to criminal justice system.
- Oversee and conduct negotiations with multi-party and multi-agency affiliations to secure funding and operational authority
- Facilitate regular collaboration between City of Burlington (through the Burlington Police Department and City Attorney's Office) with the State of Vermont Department of Corrections
- Direct, manage, and supervise the hiring and performance of Community Justice Center employees.
- Provide on site support for one outside contractor from VABIR.
- Oversee the recruitment, supervision and coordination of volunteers serving in the CJC programs
- Federal, State and Private grant solicitation and management. Maintain regular contact with the Vermont Agency of Human Services, the U.S. Department of Justice, Vermont Center for Crime Victim Services, Office of Victims of Crime and other agencies regarding contract compliance and funding opportunities
- Support an active Citizen-based Advisory Committee
- Develop and implement a strategic plan for long-term sustainability of the CJC
- Prepare recommendations for and administer CJC annual budget
- Provide regular program up-dates as necessary

- Serve on department advisory team including weekly meetings with Director and other Assistant Directors to analyze budget, make staffing recommendations and other projects as needed and as assigned by the CEDO Director.
- Performs other duties as required
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#### **QUALIFICATIONS/BASIC JOB REQUIREMENTS:**

- Bachelor's degree in a relevant discipline and four to six years of experience in community-based conflict resolution, community development, and program development and management
- Supervisory experience required
- Volunteer management, including recruitment and support, highly desirable
- Demonstrated success in fostering collaborative relationships or coalitions required
- Demonstrated public relations, group development and facilitation skills required
- Ability to communicate effectively both orally and in writing required
- Attendance at early morning/late evening meetings and some travel required
- Ability to work with a diverse group of partners and program participants required
- Demonstrated ability to be creative in program design and development required
- Demonstrated success in grant writing and management
- Ability to work with a diverse population with a strong commitment to equity and inclusion, among City staff and the general public.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development,
- Ability to effectively and professionally represent the City in all written and verbal interactions with multiple stakeholders including City employees, elected officials and members of the general public required.
- Ability to demonstrate solid judgment and the utmost level of the confidentiality.
- Ability to prioritize work and problem solve to accomplish competing objectives while meeting deadlines is required.
- Regular attendance and availability to respond to emergent and time-sensitive situations are essential to meeting expectations of the job functions including the ability to work nights, weekends and holidays.

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**To Apply: Submit resume, coverletter, and a City of Burlington Application to:** Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR) .

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

**WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.**